



IDP Overview for Learners

Module 2: Prepare for Your IDP



What Is Included in This Phase?

The Individual Development Planning process begins with planning and preparation. In this phase, you gather information that you will need to draft your development plan.

There are 3 steps in the **Prepare** phase:

- Assess Skill Needs
- Formulate Goals
- Identify Development Activities

Time spent in planning prepares the groundwork for a realistic and worthwhile IDP.





Assess Skill Needs

The first step in preparing for your IDP is to evaluate your skills and abilities. Your IDP generally reflects development needs for your current job position as well as positions that may be of interest to you in the future. In this step you can complete the following activities:

- Work with your supervisor to assess your skills and compare to those needed for your current job.
- Identify any gaps between current competencies and those required to perform your job functions.
- List the skills and knowledge you need to:
 - Enhance your performance in current position or field of expertise
 - Address changes in your job role or in the strategic direction of your organization
 - Prepare yourself for advancement to another position
- Discuss which areas you should focus on with your supervisor or coach.





Checkpoint: Are You Ready to Formulate Goals?

- ✓ You have determined your skill gaps for both job-specific (technical) expertise and overall development.
- ✓ You have identified the skills, knowledge, and competencies you require and set priorities regarding which areas you want to develop.
- ✓ You have talked with your supervisor and your coach or mentor about your development needs.





Formulate Goals

For the skill needs identified in the first step, you will create realistic development goals that you hope to achieve.

For each goal, determine if it is:

- **Short-Range** - Goal you plan to achieve within the next year; short range goals often focus on development related to your current job assignment or technical/job specific skills needed now
- **Mid-Range** – Goal you intend to achieve in 2-4 years; these are often development objectives important for growth within your present position or for developing a new skill or area of knowledge
- **Long-Range** – Goal you wish to achieve in 5 years or more; these are often development goals that reflect career aspirations, taking on greater responsibility, or moving to a new area of work





Checkpoint: Are You Ready to Identify Development Activities?

- ✓ You have outlined development objectives for each of your skill needs.
- ✓ You have determined the timeframe for development (short-range, mid-range, long-range) for each of your development objectives.
- ✓ You have discussed your development goals with your supervisor and your coach or mentor.

An IDP is designed to be a blueprint for your success.





Identify Development Activities

The last step of the **Prepare** phase is to define the strategies you will use to achieve your development goals.

- Opportunities for development can take on many forms; consider a range of development activity options
- For each of your development objectives, determine what strategies would best meet your needs
- Consider your learning style and timeframe
- Use SATERN to research available courses and reference materials (Books 24x7)

Examples of Activities

- ❖ Certification
- ❖ Formal Training
- ❖ Job Rotation
- ❖ On-the-Job Training
- ❖ Self-Directed Learning
- ❖ Reading Books
- ❖ Online Courses
- ❖ College Classes
- ❖ Shadowing
- ❖ Mentoring
- ❖ Cross-Training





Identify Development Activities (cont.)

You will also have the option to assign a priority rating to indicate the importance of each goal and activity in your IDP.

For each goal and activity determine if it is:

Priority 1: Critical – The development activity should be accomplished during this IDP cycle; not doing so will jeopardize organizational mission accomplishment

Priority 2: Essential – The development activity is necessary to accomplish organizational mission objectives, or needed to carry out job responsibilities

Priority 3: Significant – The development activity supports goals not directly related to your current job description, but will appreciably improve your skill set

Priorities should be assigned to both goals and activities.





Checkpoint: Are You Ready to Create Your Draft IDP?

- ✓ You have determined the strategies you will use to achieve your goals.
- ✓ You have identified development activities for each of your development goals.
- ✓ You have determined the priority (*Critical, Essential, Significant*) for each of your goals and activities.
- ✓ You have set realistic target dates for accomplishing your activities.

This information can be used to complete your draft IDP in SATERN.

